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<b>Purpose</b>	Provide guidance on processing and retention of records for ineligible applicants and incomplete applications.
<b>Retention of Forms For Ineligible Clients</b>	<p>Completed Certification Data and Signature Forms which contain documentation of ineligibility notice and assessment forms for new or subsequent applicants determined to be ineligible are to be retained in accordance with the records retention requirements for all WIC participant/applicant files. See Volume V, Section L for detailed guidance on record retention requirements.</p> <p>Even if ineligibility is determined early in the screening process for a new applicant, (i.e., category, residency or income ineligibility), the local agency's copies of the completed Certification Data and Signature forms are to be retained, along with documentation of issuance of the notification of ineligibility.</p>
<b>Retention of Forms For Incomplete Applications</b>	<p>On occasion, an application may be made for the Program which was not completed and eligibility was not determined. These applications are to be retained in accordance with records retention requirements outlined in Volume V, Section L for a 3 year period.</p> <p>An example of a situation in which the application process may not be completed is:</p> <p>An applicant arrives at the WIC clinic, the certification process is started, including the Certification Signature Form, but the applicant leaves the clinic before the process is complete. An appointment is made to complete the certification, but the applicant fails to keep the appointment.</p>
<b>Documentation</b>	The reason for the uncompleted application is to be documented in the notes area of the client/applicant computer record.

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